



Limited Income Assistance for Water and Wastewater Construction Charge

Limited Income Assistance

The City of Coburg offers income-eligible customers who are having trouble paying their utility bills a reduced fee (Ord. A-84N). This is a value-added service offered by the City. Below, you will find more information about these programs and how to access them. Requests are required in writing with the associated *Limited Income Assistance for Water and Wastewater Construction Charge Form*. Contact Coburg Utility Billing at 541-682-7852, sammy.egbert@ci.coburg.or.us for an application. If you prefer, you may also contact a third party at 541-682-3639, pschuetz@lcog.org to discuss income issues as they relate to utility billing.

Water

New limited income assistance applications may be received at any time. Water reoccurring limited income customers must be certified each fiscal year by the City Recorder as eligible for the relief program. **Reoccurring certification applications may be received after May 1st for the following fiscal year which begins each July 1st.** The applicant must personally - or by authorized agent - provide a completed application form and a copy of written evidence reasonably providing that the applicant is a residential water customer and that the total adjusted gross federal individual income taxes of all persons residing permanently at the applicant's address is **not expected nor exceeds \$9,000.** A 1040 tax form is the suggested supporting documentation.

Water Rate Relief is available during fiscal years by which this relief has been budgeted and appropriated. The relief is provided for the number of billing periods by which the funds remain unexpended. All eligible customers will receive the same level of assistance. The City will make reasonable efforts to notify recipients of any change to the relief amount. The estimated monthly water charge relief is \$15.00 per water billing period. The actual amount may be less based on the City budget.

Written notice regarding the final decision will be mailed within 10 working days after receipt of a completed form. Written approval/denial will be a copy of the application with a determination by the City Administrator. Successful applicants will be provided the relief no later than the second water billing period following certification (see more on eligibility Ord. A-84-O, 6. Eligibility).

Wastewater Construction Charge

The *Wastewater Construction Charge* procedures are the same as for Water utility except the income eligibility criteria is on a sliding scale and will be certified by the City Administrator. See Table 1 below.

Table 1. Wastewater Construction Charge Limited Income Assistance Eligibility

Annual Household Income	Rate
under \$10,000	\$20
\$10,000-\$14,999	\$25
\$15,000-\$24,999	\$30
\$25,000-\$34,999	\$35
\$35,000-\$49,999	\$45
\$50,000 and above	\$53

Appeals

An applicant for either Water or Wastewater Construction Charge may appeal a final denial or revocation of eligibility for such assistance by providing written notice of the appeal that explains specifically the alleged errors made by either the City Recorder (Water) or the City Administrator (Wastewater Construction Charge). The appeal must be no more than 10 days after the denial. The City Administrator will review both Water and Wastewater appeals.

Notifying the City of a Change

If a customer receiving Water or Wastewater Construction Rate assistance comes to have reason to know that he/she no longer qualifies for such relief, then he/she must immediately provide the City written notice to the City Recorder and will no longer receive the assistance beginning the following billing cycle.

Donate to Limited Income Assistance

Generous customers and others in the community may donate to limited income assistance to either the Water or Wastewater Construction Charge. These donated funds help customers pay portions of their bills not eligible for assistance with rate-based revenues. To donate call Coburg Utility Billing at 541-682-7852.

KEEP PAGE 1 AND 2 OF THIS DOCUMENT FOR YOUR RECORDS

City of Coburg
Limited Income Assistance for Water or Wastewater Construction Charge
Application

Date Received _____ For Official Use: Account Number _____

PLEASE PRINT CLEARLY AND COMPLETE ALL SPACES

1. Assistance for: (CHECK ALL THAT APPLY)

- Water Utility Bill
- Wastewater Construction Charge Bill

2. Site Information (THE PHYSICAL LOCATION OF THE UTILITY SERVICE)

Street Address _____ COBURG, OR
Assessors Map & Tax Lot # _____

3. Applicant Information (OWNER, TENANT, OR AGENT CONTACT FOR MAILING OF UTILITY BILLS)

Name _____ Day Phone _____
Mailing Address _____
Email _____
Contact Person _____ Phone _____

Property Owner Information (IF DIFFERENT THAN APPLICANT)

Name _____ Day Phone _____
Mailing Address _____
Email _____

In signing this application, I have read and acknowledge all of the terms presented in the associated document entitled *Limited Income Assistance for Water and Wastewater Construction Charge*. I agree to abide by the regulations of the City Water and/or Wastewater Ordinances, Resolutions, and procedures. This application is a written request for assistance and does not bind the City to provide assistance.

Applicant Signature Date: _____

Print Name

For Official Use
CERTIFICATION:

APPROVED Attached proof of total adjusted gross federal individual income taxes or City Administrator Signature as witness: _____ Date: _____

DENIED Reason: _____